Appendix B: Staffing Plan
(Proposal/Authorization)
For FY _____

Organization _____
Name

Submitted By _____
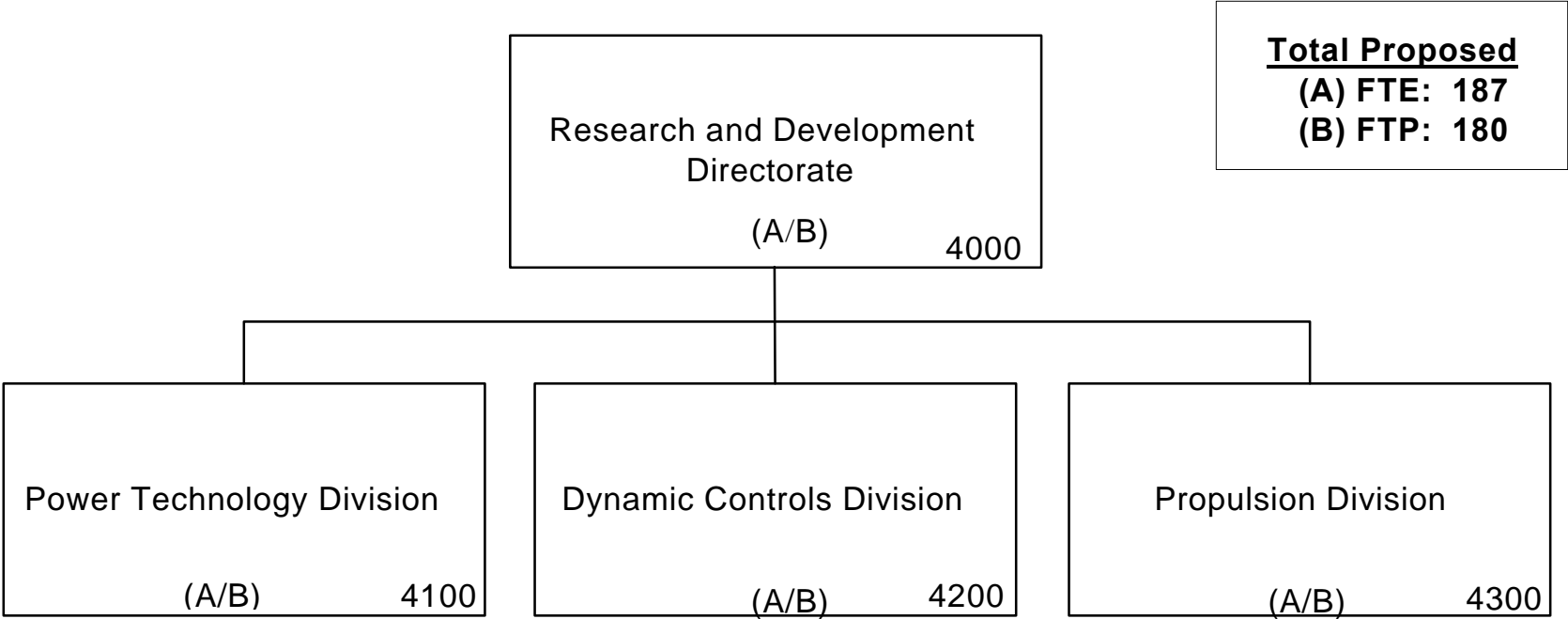_Director/Chief_   _Date_

Recommended by
Position Management Board _____
Chairperson   _Date_

Approved and
Authorized By _____
Center Director   _Date_

Appendix B: Proposed Organization Chart
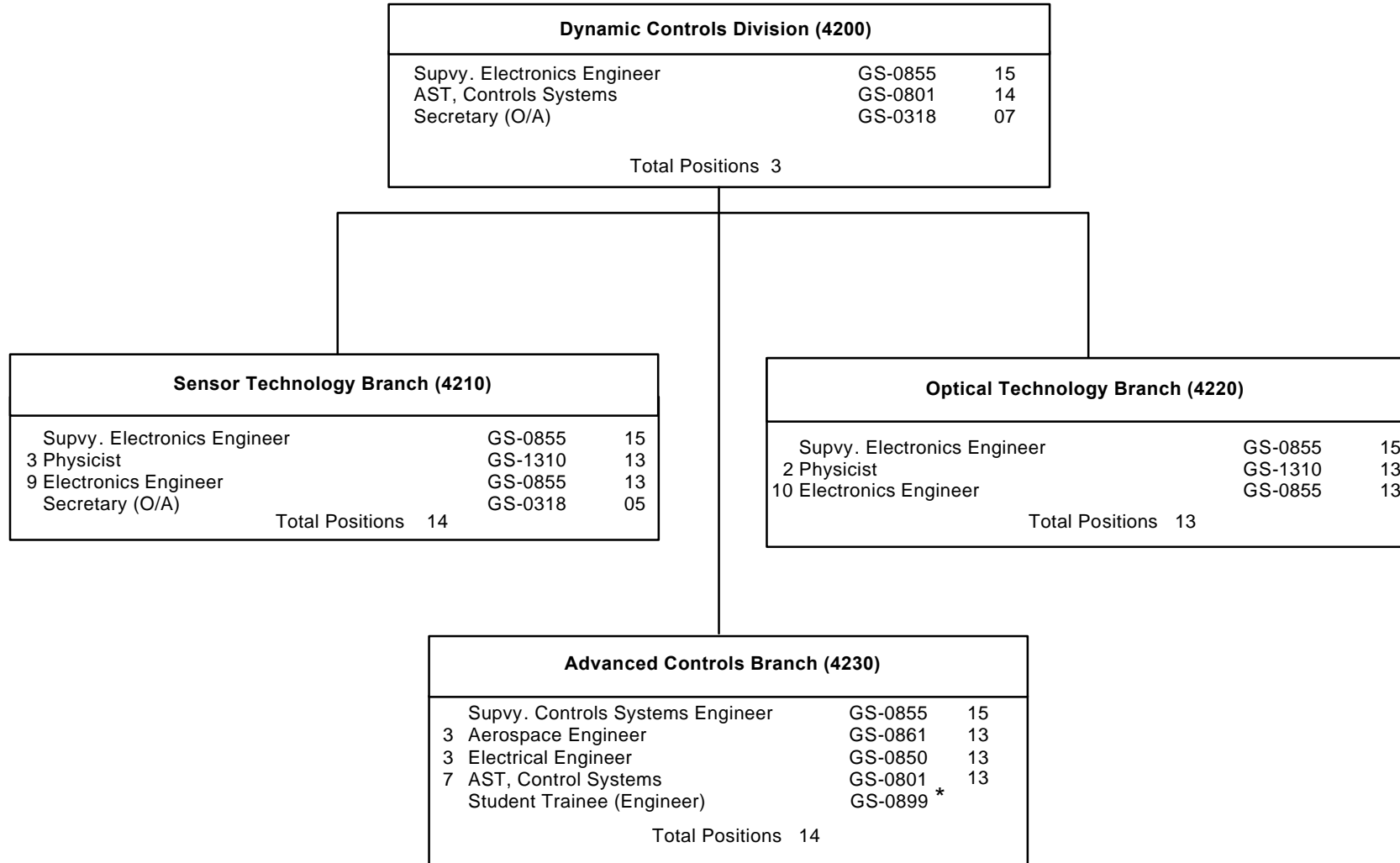**At Directorate/Office – Level Show**
Proposed Allocation of FTE and FTP   **FY _____PLAN**

| Research and Development Directorate (A/B) 4000 | Total Proposed (A) FTE: 187 (B) FTP: 180 |

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                    ┌─────────────────────────┐      ┌──────────────────────┐
                    │ Research and Development │      │  Total Proposed      │
                    │      Directorate         │      │  (A) FTE:  187       │
                    │                          │      │  (B) FTP:  180       │
                    │  (A/B)          4000     │      └──────────────────────┘
                    └─────────────────────────┘
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Power Technology Division	Dynamic Controls Division	Propulsion Division
(A/B) 4100	(A/B) 4200	(A/B) 4300

A = FTE
B = FTP

Appendix B: Authorized Organization Chart
For Division and Branch Units Show Proposed Positions by Type   FY_____PLAN

Dynamic Controls Division (4200)

Supvy. Electronics Engineer	GS-0855	15
AST, Controls Systems	GS-0801	14
Secretary (O/A)	GS-0318	07

Total Positions 3

Sensor Technology Branch (4210)

Supvy. Electronics Engineer	GS-0855	15
3 Physicist	GS-1310	13
9 Electronics Engineer	GS-0855	13
Secretary (O/A)	GS-0318	05

Total Positions 14

Optical Technology Branch (4220)

Supvy. Electronics Engineer	GS-0855	15
2 Physicist	GS-1310	13
10 Electronics Engineer	GS-0855	13

Total Positions 13

Advanced Controls Branch (4230)

Supvy. Controls Systems Engineer	GS-0855	15
3 Aerospace Engineer	GS-0861	13
3 Electrical Engineer	GS-0850	13
7 AST, Control Systems	GS-0801	13
Student Trainee (Engineer)	GS-0899 *	

Total Positions 14

*Students are not charged against the unit's positions but are to be shown as assigned.

Appendix B: Workforce Staffing Plan   FY _____PLAN

(xxxx) Directorate/Office
Staffing Plan Summary

	FTE				Headcount	High Grade
	FTE	**FTP**	**Term**	**PT**	**Headcount**	**High Grade**
I. *Current FY Allocations (Matches A-1) * FTE Allocation as provided by CFO			**N/A**	**N/A**		
II. Current FY Staffing Status a. Actuals (Matches A-1)						
b. Estimated Losses/Gains To end of currently authorized plan (Details – B-5)						
c. Estimated Close-Out Current FY Plan (II. a + b) Subtotal						
III. Proposed New FY Staffing a. Estimated Losses/Gains [Details – B-6]						
b. Proposed New FY Staffing Requirement [Details – B-7]						
c. III. a + b Subtotal						
IV. Requested New FY Allocation (II.c + III.c)						

NOTE: (1) For items II.b and III.a show losses as net negative number if more estimated losses than gains.
(2) FTE is obtained by obtaining sum of FTP, term and part-time entries.

Appendix B: Workforce Staffing Plan   FY_____PLAN

(xxxx) Directorate/Office
Losses/Gains to End of Current Plan
Estimated

Org	Position Title	Grade	Position Type			Estimated Loss/Gain Date	Head Count	High Grade	Reason
			FTP	Term	PT				
I. Estimated Losses									
4150	*Electronics Engineer, AST Electric Propulsion Systems*	*GS-13*	*-1*			*08/30/02*	*-1*	*0*	*Anticipate retirement of incumbent – Paper in work – Yes/No*
		GS-14	*-1*				*-1*	*-1*	*Transfer to other Center – Approved by PMB*
									Transfer to other Directorates – approved by PMB. Etc.
									Approval by PMB
A.	Subtotal Losses		-2				-2	-1	
II. Estimated Gains									
4150	*Electronics Engineer, AST Electric Propulsion Systems*	*GS-13*	*1*			*9/15/02*	*1*	*0*	*CPP closed- selection in process*
A.	Subtotal Gains		1				1	0	
III. Estimated Losses/Gains To End of Current Plan (IA + IIA = III)			-1				-1	-1	

Appendix B: Workforce Staffing Plan   FY_____PLAN

(xxxx) Directorate/Office
Estimated Losses/Gains for Plan Year

Org	Position Title	Grade	Position Type			Estimated Loss/Gain Date	Head Count	High Grade	Reason
			FTP	Term	PT				
I. Estimated Losses									
4150	*Electronics Engineer, AST Electric Propulsion Systems*	*GS-13*	-1			*01/30/03*	-1	0	*Anticipate retirement of incumbent – Paper in work – Yes/No*
		GS-14	-1				-1	-1	
A.	Subtotal Losses		-2				-2	-1	
II. Estimated Gains									
4150	*Electronics Engineer, AST Electric Propulsion Systems*	*GS-13*	1			*10/15/03*	1	0	*Carry-over - CPP closed-selection in process*
A.	Subtotal Gains		1				1	0	
III. Estimated Losses/Gains For Plan Year (IA + IIA = III)			-1				-1	-1	

Appendix B: Workforce Staffing Plan   FY _____PLAN

(xxxx) Directorate/Office
Plan Year Staffing Requirements
Requested

Priority	Org	Position Title	Grade	Position Type			Personnel Action	Head Count	High Grade	Reason
				FTP	Term	PT				
1.	*4230*	*Aerospace Engineer AST, Propulsion*	*GS-14*	1	-	-	*CPP*	*0*	*1*	*Fill behind position vacated due to retirement of C. Johnson 01-01-01*
Total FY (New) Staffing Requirements				*1*	*-*	*-*		*0*	*1*	